

# Submitting to the Events Calendar

## **Preamble:**

The events included in the events calendar on the Active Elgin website must be sport, recreation and leisure related pursuits. The events and activities associated with the event must convey the values and goals of Southwestern Public Health.

## **Policy:**

Only sport, leisure and recreation events will be included. Events will be added to the calendar via the website by organizations listed with Active Elgin or by organizations, businesses or providers who are holding a sport, recreation or leisure event in St. Thomas or Elgin County Active Elgin will also add events by information collected from the listed organizations, or by organizations, businesses or providers not listed with Active Elgin. All events must be in keeping with the mission, goals and scope of Active Elgin. Therefore, Southwestern Public Health reserves the right to refuse and limit events on the Events Calendar.

Events included on the events calendar collected or submitted to the Events Calendar from the organizations listed with Active Elgin or unlisted businesses, organizations and program providers will not be independently verified by Active Elgin or by Southwestern Public Health. The businesses, organizations and program providers are solely responsible for the operation and information (including the right to display such information) provided for posting on the events calendar. Neither Active Elgin nor Southwestern Public Health is responsible for the content or nor endorse any commercial product or service.

## **Procedure:**

1. An administrator or alternate designated by Southwestern Public Health will review all events received via the website and use discretion in deciding which events to allow. The administrator will also work within the following guidelines:
  - a. The event must be a sport, recreation or leisure activity.
  - b. Alcohol use, smoking and vaping cannot be promoted.
  - c. Nutritional aids, supplements and health foods cannot be promoted.
  - d. Gambling activities (such as Bingo) shall not be included.

Approved by Southwestern Public Health

Updated May 2018

